



Penticton Indian Band

R.R. #2, Site 80, Comp.19

Penticton, British Columbia

Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

EMPLOYMENT OPPORTUNITY

Bus Drivers (Permanent/Temporary Full Time) (also On-Call needed)

Posting Date: November 26, 2017

Reports to: School Principal / Daycare & Education Managers

Classification: 11

Under the supervision of the School Principal or department Manager where services are being provided, this important position focuses on providing safe transportation for students, school staff, younger children and staff. This includes travel both to and from school, daycare and other locations in a punctual manner. Services will also be required for additional scheduled field trips. Drivers are needed for full and part time permanent and temporary commitments as well as On-Call for regular driver fill-in during leave from work.

Job Responsibilities and Work Performed (will vary for On-call Drivers)

- Perform pre and post trip inspections as required by government regulations.
- Maintain all necessary paperwork and records.
- Schedule regular Motor Vehicle Inspections (MVI) every 6 months for insurance and safety purposes →September & March of every year.
- Safe operation of multi-passenger school bus.
- Develop and maintain yearly bus schedule and route(s), inclusive of prescribed locations for pickup and drop-off zones.
- Daily transportation of students to and from school (OSCS and Adult Education Centre), and Daycare (Little Paws) following prescribed routes and time schedules during the school year (September to June)/year-round for Daycare.
- Transport staff, students, young children on school or daycare excursions and field trips and assist staff with supervision.
- Adhere to and enforce bus safety rules and standards; ensure passenger compliance to safety procedures as they are boarding and exiting bus and as they cross streets at bus stops.
- Keep bus interior clean and in good repair.
- Escort small children across roads and highways when necessary.
- Maintain knowledge of basic first-aid procedures; perform minor first aid and complete forms for school records.
- On-call following morning run if there are no daily activities until afternoon run;
- Plan for calls regarding field trips planned from any of the education centers (i.e. Adult Education, Outma or Little Paws).

Accountability

- Incumbent must be in good physical health and practice a healthy lifestyle, free of substance use, including drugs and/or alcohol and prescription medications that can impair judgment and/or ability to safely operate a motor vehicle.
- Must be punctual and maintain a safe driving record as responsible and liable for safe transportation of passengers.
- Responsible to parents for the health and safety of their children while they are in the care of the bus driver. It is important to maintain good relationships and communication with parents, staff and community.
- Maintain high standards with respect to working and dealing with children. Children and passenger safety and wellbeing are of the utmost priority.
- Responsible for the completion of daily "Trip Inspection" logs
- Completion of First Aid/Incident Reports – as required

Certification, Licenses, Designations and/or Training

- Professional Driver with Class 2 Drivers License
- Standard First Aid Certification.

Specific Job Skills and Levels

- Performing routine maintenance on bus and determining when and what kind of maintenance is required.
- Selective attention-ability to concentrate on tasks over a period of time without being distracted
- Conscientious driver with ability to transport students, staff and small children safely and efficiently.
- Capable of changing tires and installing chains under adverse conditions.
- Sufficient mechanical knowledge to carry out basic trouble-shooting.
- Demonstrate sound judgment for making driving decisions under varying road conditions as well as dealing with multiple distractions including student behavior.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume by Closing Date 5:00pm (PST): January 19** to the attention of: **Director, Human Resources, Email: Jobs@pib.ca** or mail to the address above. **A detailed job description is available upon request.**

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***